



LOUISVILLE METRO SPECIAL EVENT CLEAN UP & RECYCLING ADDENDUM

Event Name: _____ Date: _____
Official name of festival or event (name used to advertise event)

Primary Contact: _____
Person who should be contacted regarding the application request

Primary Contact Information: _____
Day Phone Cell Phone Evening Phone
* _____
Email Fax

SOLID WASTE MANAGEMENT AND RECYCLING SERVICES

Please ensure your event is litter-free. All property adjacent to the event (i.e. streets, right-of-ways, sidewalks, steps, yards and alcoves) must be free of waste, recycling (i.e. paper and plastic) and compost/recovery (i.e. food and cooking oil) material once your event is over. Recycling is mandatory for all events. The following requirements must be met at your event:

1. Recycling containers are available at a minimum 1:1 ratio with Waste containers;
2. Recycling and Waste containers are clearly labeled, easily distinguishable, and placed beside one another;
3. Recycling containers must accept (at a minimum) cardboard, mixed paper, plastic bottles and cups, aluminum cans, and glass bottles.

Cleaning Services will be provided by: ☐ Contracted Company (complete subsection 1)
☐ Event Organizers (Complete Subsection 2)
☐ Metro Solid Waste Management Services (complete subsection 3)

Section 1: Contracted with Private Company

Service Provider and Disposal Information:

Recycling Provider

Company Name: _____

Phone: _____

Waste Provider (leave blank if same as Recycling Provider)

Company Name: _____

Phone: _____

Section 2: Conducting Clean up as part of Event

If you are not using a service provider and will dispose of your own recycling and Waste, please list the location(s) where you will dispose of recycling and Waste. *Note: This only applies to events that are not hiring a service provider.*

Section 3: Contracting with Metro Solid Waste Management Services

If you would like Louisville Metro to provide dumpsters, trash containers, and/or recycling containers, please fill out the following information:

Number of Waste Units: ☐ dumpsters _____ ☐ wire baskets _____ ☐ cardboard boxes _____ ☐ carts _____ Number of trash liners: _____

Number of Free Recycling Units: ☐ dumpsters _____ ☐ cardboard boxes _____ ☐ carts _____ Number of recycling liners _____

Drop-off date: ____/____/____ Time: ____:____M Pick-up date: ____/____/____ Time: ____:____M

Exact location where containers should be dropped: _____

Schedule Street Sweeping

Request sweeping services _____ before event _____ after event

(Attach site map if necessary)

To learn more about recycling for special events, link [Special Event Recycling and Waste Reduction Best Practice Guide](#).